

Report of the TCP Conference Call of February 26, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens and Mr. Poe
3. Comments on FTCP Chair meeting with the Deputy Secretary by Mr. Schepens
4. Update on FTCP actions – Led by Mr. West
 - a. Status of FY2003 1st Quarter Performance Indicator Report (Actions 2.1 and 5.2) – Led by Mr. Wyka
 - b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3) – Led by Mr. Poe
5. Report of the Status of other Concerns, Issues, or Items from December – Led by Mr. West
 - a. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB staff – Led by Mr. Poe
 - b. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB – Led by Mr. Mellington
 - c. Status of sub-group established to review standardization of FAQ's (level of detail) – Led by Mr. Kopenhaver
 - d. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQs language – Led by Mr. Wyka
 - e. Status of sub-group established to develop New Technical Standard for the System and Program Expert Program – Led by Mr. Swailes
6. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
 - a. FacRep Workshop May 2003 - Led by Mr. Wyka
 - b. FTCP Face-to-Face in conjunction with FR Workshop – Led by Mr. West
7. Summary of Conference Call and Review of Action Items – Led by Mr. West
 - a. Next call date and time

II. Results and Report of the Call

1. Roll Call: Mr. West, FTCP Executive Secretary conducted a roll call at 10:00 a.m. (EST). The majority of the sites were represented.
2. Opening Remarks: Mr. Schepens, FTCP Chairman and Mr. Poe, FTCP Vice Chairman opened the call.

3. Comments on FTCP Chair meeting with the Deputy Secretary by Mr. Schepens: Mr. Schepens briefed the Deputy Secretary McSlarrow on current FTCP activities and status complex-wide. Ms. Coleman will e:mail the presentation to the Agents for information after the conference call.
4. Update on FTCP Actions
 - a. Discussion on Status of FY2003 1st Quarter Performance Indicator Report: Mr. Wyka stated that the report was signed on February 21, 2003, and is on the FTCP webpage. Mr. Wyka provided a brief overview of the content and discussion regarding Rocky Flats personnel availability.
 - b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3): Mr. Poe stated clarifications have been going well and will be finishing the site meetings this week. The report is on schedule for finalization during March 2003.
5. Report of the Status of other Concerns, Issues, or Items from January:
 - a. Status of sub-group established to provide a recommendation re: SME/VSS crosswalk for DNFSB staff: No further discussion.
 - b. Status of sub-group established to look at the PMCDP, Technical Program Manager TQP, Project Manager TQP and GTB: Mr. Mellington stated that he had received a cost proposal (\$23K) to upgrade the GTB and make it computer-based training. There was further discussion whether this was the way to go and how do we get the necessary monies. It was decided to cover this item in further detail during the Face-to-Face Meeting in May 2003. Ms. Manning will have a demonstration set up for the Agents during the May meeting. Mr. West suggested that the FTCP may want to receive additional proposals, and check with the OLC as a possible alternative.

Mr. Mellington stated that the comparison of the Technical Manager and PMCDP is ongoing but to no depth yet -- he will be putting together a strawman and working with the sub-group to provide a recommendation.

Mr. Poe stated that the Draft STSM Standard is out for comments, however, several Agents stated that they had not seen it so Mr. West will check on it and distribute it to the Agents for review.
 - c. Status of sub-group established to review standardization of FAQ's (level of detail): Mr. Kopenhaver stated that the sub-group was close to having a final draft ready for Agent review -- should be available before the next conference call. Mr. Swailes discussed that his group has also discussed this subject and since Mr. Arango is on both working groups he may be the person to assure that the two sub-groups working towards the same endpoint.

- d. Status on discussion with DNFSB Staff re: adequacy of May 2002 FAQs language: Mr. Wyka stated that he has received comments from the DNFSB staff on 3 FAQs and comments are being worked in various ways (e.g., new SME chapter in the Manual). Mr. Wyka reiterated that the Board has a big concern over the definition of SME.
 - e. Status of sub-group established to develop New Technical Standard for the System and Program Expert Program: Mr. Swailes led the discussion by defining SME and stating that the term Vital Safety System is undefined, therefore, should be eliminated. Mr. Swailes briefed the Agents on the following two activities of his sub-group:
 - Approaching the final draft of the Manual chapter, which will provide a definition of the specific roles and responsibilities but will also cause changes to other chapters. Mr. Swailes requested that the Agents review the proposed chapter and provide comments in the next week.
 - Changes to the FAQ could occur in two ways: a) a small change or new section to all FAQs that involve technically focused FAQs (not the STSM or FR); or b) a separate FAQs. This activity is still being evaluated and needs perhaps another month before a recommendation can be provided.
6. Call for any other New Business, Concerns, Issues for Items
- a. FacRep Workshop May 2003: Mr. Wyka stated that the Workshop will be in Las Vegas, Nevada on May 13-15, 2003, at the Palace Station Hotel (for reservations 1-800-634-3101). For further information Agents should check the FacRep homepage.
 - b. FTCP Face-to-Face in conjunction with FR Workshop: It was identified that the FTCP meeting would be on May 14, 2003, during the FacRep Workshop, so that Agents could also participate in the FacRep Workshop when not meeting on FTCP business. Mr. West stated that he will be sending out read ahead material to assure that this is a working meeting.
 - c. A-76: Mr. West introduced Ms. Van Steinburg of the Human Capital Management initiative. She provided an overview of the activities and welcomed input from the Agents.
7. Summary of Conference Call and Review of Action Items: Mr. West reviewed the key actions:
- a. Mr. Schepens stated that he would like a working group established to deal with the DNFSB 2002-1 Implementation Plan FTCP commitment of whether to establish a new Software QA FAQs or incorporate the necessary requirements in existing FAQs and which ones. Agents should call or e:mail Mr. Schepens with names of participants on the working group.

- b. Mr. Schepens also stated that he would like a working group established to revise the FTCP Manual to make it more readable and so that readers are aware that the FTCP and the Manual are in existence because it is good business and not just because the DNFSB mandates it.
- c. Next Conference Call will be Wednesday, March 19, 2003, 10:00 – 11:30 a.m. EST, Call in number is (202) 287-1335 (Reservation No. 78529).